



Job Description- Community Engagement Intern

The Community Engagement Intern will support the external communications of Port Angeles Fine Arts Center and the Uptown Arts District under the direction of the Uptown Arts District Coordinator and the PAFAC Engagement Director. In this role, you will learn about the day to day operation of a Community Engagement Director in a thriving arts environment as you support public engagement initiatives and develop/implement multi-channel communications strategies that protect, promote, and enhance the brand of the Port Angeles Fine Arts Center and the Uptown Arts District.

Primary responsibilities will include helping to maintain our promotion efforts for events and activities. This includes adding content to community calendars, maintaining social media, providing website updates as directed, developing and sending e-news, and support with marketing design.

We are looking for a detail-oriented individual who is passionate about working with community partners and staff and eager to learn more about effective community engagement strategies. Ideal candidates have some experience with communications, social media, and graphic design principles and a strong desire to learn more.

Essential Duties and Responsibilities:

- Help maintain PAFAC communications plans and adhere to defined objectives, the needs of the identified audiences, and timetables.
- Send written communications as directed such as social media posts, newsletters, marketing collateral, and mail campaigns.
- Help maintain the organization's online presence.
- Support staff in managing sponsorship outreach.
- Comply with PAFAC safety policies and procedures, as well as any current health and safety guidelines from governing bodies.

Desired Knowledge of:

- Marketing, public relations, and writing techniques
- Graphic and web design experience.
- Previous experience with web design platforms.
- Relevant experience working or volunteering in a small setting with a clear ability to work as part of a team.
- Self-starter who is flexible and possesses the energy to meet the demands of a busy office environment.
- Strong ability to work independently and ability to manage multiple priorities
- Strong oral and written communication skills and the ability to manage ongoing communications with partners.
- Awareness and knowledge of cultural competencies and social justice issues, with demonstrated actions toward creating more just and equitable communities.

- Demonstrated commitment to diversity, equity and inclusion.

Compensation & Benefits:

- 8-10 hours per week with the ability to have a flexible schedule within a Monday-Wednesday timeframe to accommodate other activities or work needs.
- This is a paid internship position at a rate of \$17/hr.

To Apply: Please send your resume and cover letter by October 15th to christine@pafac.org.

LEARN MORE:

Learn more about the Port Angeles Uptown Arts District: <https://portangelesuptownarts.org/>

Learn more about the Port Angeles Fine Arts Center: www.pafac.org

Port Angeles Fine Arts Center is an equal opportunity employer. We prohibit discrimination against, and harassment of, any employee or applicant for employment because of race, color, religion, sex, gender, pregnancy, genetic information, ethnic or national origin, sexual orientation, marital status, familial status, military or veteran status, qualified individuals with a disability on the basis of the disability, or any other category which may be protected under applicable state or federal law.